



## **UPTON COUNTY SHERIFF'S OFFICE**

1106 N. Grand St.

P.O. BOX 27

RANKIN, TEXAS 79778

(432) 693-2422

(432) 693-2303 fax

### **Sheriff**

Dan Brown

### **Lieutenants**

J.Bond

Mitchell Upchurch

**JOB ANNOUNCEMENT JOB TITLE:** Female / Male Detention Officers

**DEPARTMENT:** Sheriff's Office

**SALARY:** \$22.11 an hour with benefits (includes 8hr overtime built in with shift work)

**FULL-TIME:** Shift Work (Nights, Holidays and Weekends)

**Education & Requirements:** High School Diploma or GED, Texas Drivers' License and automobile insurance, must be a U.S. Citizen and be able to pass not only a physical and psychological exam but a thorough background check as well.

**Knowledge, Skills, and Abilities:** Ability to meet the requirements for State Jail Certification: read, write, and understand and follow oral and written instructions; learn to interpret and apply regulations and laws, such as Sheriff's Office Regulations, Penal Code of Criminal Procedure. Work to be performed mainly indoors requiring physical dexterity; learn to use and care for computer equipment; and deal effectively with the public.

**General Definition:** On an assigned shift, perform various tasks of average difficulty related to a county jail, and perform related work as required.

### **Duty Requirements:**

- May be assigned a specialized task or duty
- Conduct book in procedures on inmates
- Conduct book out procedures on inmates
- Accept bonds as requested by Magistrates
- Administer medication as prescribed to inmates
- Care for general well-being of inmates
- Transport prisoners to court
- Transport prisoners for medical assistance
- Enter data in the computer system as needed
- Assist in the training of less experienced jailers
- Perform all duties as may be directed by the Jail Administrator
- Must be 18 years of age
- Full time attendance is required

The Upton County Jail holds a maximum of 46 prisoners, we hold for various other counties in the area. If interested in joining the team please apply.

